

**Bylaw Review Committee Meeting
Tuesday, June 26, 2018
First Floor Meeting Room, Town Hall**

Members present: Bernard Kubiak, Robert Ritchie.

Staff present: Economic Development Director Geoffrey Kravitz, Town Clerk Sandra Burgess

Meeting convened at 9:30 AM

Minutes accepted after a brief discussion

Ritchie reviewed process to date for Burgess. Burgess noted the major difficulty was deciding where in the bylaws and article could go, where in the categories it fit. Otherwise it was entered into the bylaws as voted by town meeting and approved by the Attorney General. The clerk has limited discretion in how the bylaw appeared.

What's the guiding principle in how bylaws are clustered? Articles will likely be repositioned. Haven't discussed how a table of contents will be created, likely manually rather than use a software based content creator. Can also create a small index for key terminology.

Issue: dog licensing process is burdensome because there is no real follow up or enforcement after a certain point. The process is never quite finished, final fines not issued, no consistent effort to collect. Burden falls to the clerk's office to catch up with the lack of effort. Who are the enforcing persons under non-criminal disposition?

Animal welfare discussion: given the amount of bylaws devoted to dogs, it may be preferable to divide the bylaw into sections for dogs, cats, poultry and livestock with separate data blocks for each.

Where ever in the bylaws we find a reference to fees, then they should be deleted and a reference included as to where a fee schedule can be obtained

Following the conversation with the Town Clerk, the committee resumed editing the draft bylaws.

Convention: to use calendar days or business days as a measure of time, unless otherwise specified.

Suggestion to add a severability clause to the administrative section – any provision of this bylaw is found to be unconstitutional the remaining bylaw shall not be considered invalid unless an essential part of the bylaw is struck. Needs further consideration, guidance from town attorney.

Department head discussions: Kravitz will begin scheduling department heads in to discuss how the bylaws impact their duties and responsibilities.

The meeting was adjourned at 11:30 AM.

Respectfully submitted,

Bernie Kubiak, Clerk Pro Tem

Documents referred to: Draft 2 of the Town bylaws